

# Barracuda Spam Firewall User's Guide



# Managing your Quarantine Inbox

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This chapter describes how you can check your quarantine messages, classify messages as spam and not spam, and modify your user preferences using the Barracuda Spam Firewall interface. This chapter contains the following topics:

- Accessing the Barracuda Spam Firewall in the next section.
- Using the Quarantine Interface on page 3.
- Changing your User Preferences on page 4.

## Accessing Barracuda Spam Firewall

The Barracuda Spam Firewall can be accessed by:

- Go to the District website <http://www.spsd.net>, click on staff apple,
- Click on the link Barracuda Anti-Spam

### Login to Your Quarantine Account

Your account has been set to the following username and password:

Username: <novell login name>

Password: <novell password>

Access your Spam Quarantine directly using the following link:  
<https://barracuda.spsd.net/>

A screenshot of the Barracuda Spam Firewall login web interface. The page has a grey header bar with the text 'Barracuda Spam Firewall'. Below the header is a white box with a grey border containing the login form. The form is titled 'Login' and includes the instruction: 'Please enter your username and password below. If you are the administrator, type your administrative credentials.' There are three input fields: 'Language' with a dropdown menu showing 'English', 'Username' with the text 'smosley', and 'Password' with masked characters. A 'Login' button is located at the bottom of the form, highlighted with a black rectangular box.

## Managing your Quarantine Inbox

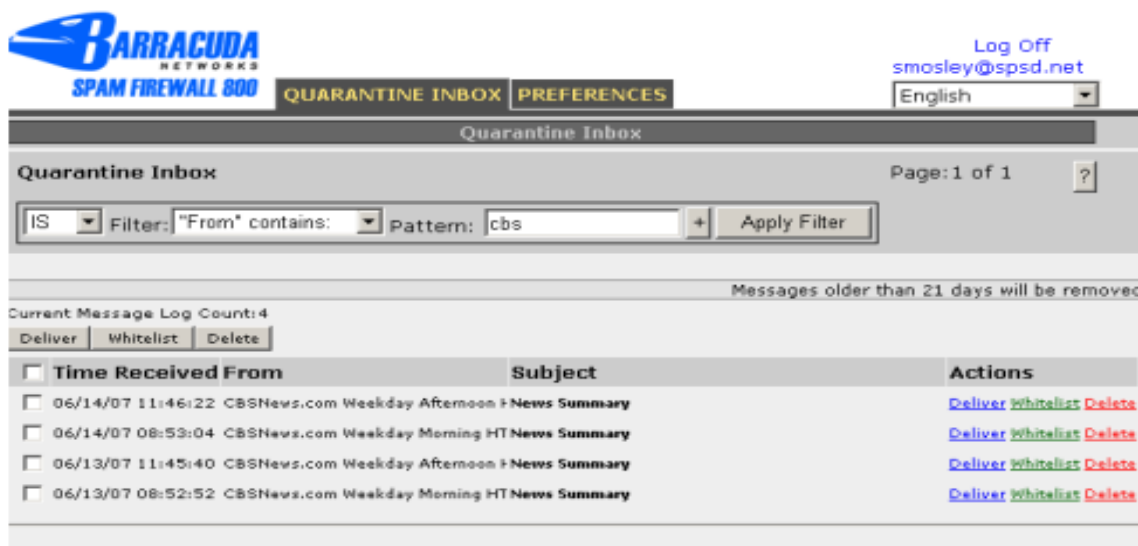
After logging into the quarantine interface, select the QUARANTINE INBOX tab to view a list of your quarantined messages. When you first start using the quarantine interface, you should view this list on a daily basis and classify as many messages as you can.

The Barracuda Spam Firewall has a learning engine that learns how to deal with future messages based on the ones you classify as spam and not spam. The learning engine becomes more effective over time as you teach the system how to classify messages and as you set up rules based on your whitelist and blacklist.

Clicking on an email displays the message.

The following table describes the actions you can perform from this page.

Action	Description
Deliver	<p>Delivers the selected message to your standard email inbox.</p> <p><i>Note: If you want to classify a message or add it to your whitelist, make sure to do so before delivering the message to your inbox. Once the Barracuda Spam Firewall delivers a message, it is removed from your quarantine list.</i></p>
Whitelist	<p>Adds the selected message to your whitelist so all future emails from this sender are not quarantined unless the message contains a virus or banned attachment type.</p> <p>The Barracuda Spam Firewall adds the sending email address exactly as it appears in the message to your personal whitelist.</p> <p>Note that some commercial mailings may come from one of several servers such as <i>mail3.abcbank.com</i>, and a subsequent message may come from <i>mail2.abcbank.com</i>. See the section on managing your whitelists and blacklists for tips on specifying whitelists with greater effectiveness.</p>
Delete	<p>Deletes the selected message from your quarantine list. The main reason to delete messages is to help you keep track of which quarantine messages you have reviewed.</p> <p>You cannot recover messages you have deleted.</p>



## Changing your User Preferences

After logging into your quarantine interface, you can use the PREFERENCES tab to change your account password, modify your quarantine and spam settings, and manage your whitelist and blacklist.

**BARRACUDA NETWORKS SPAM FIREWALL 800**

Log Off smosley@spsd.net English

**QUARANTINE INBOX PREFERENCES**

**Whitelist/Blacklist Quarantine Settings**

**Quarantine Notification** Save Changes ?

Notification Interval: ☐ Daily ☐ Weekly ☒ Never

Determines how often you receive an email summary of the messages that are quarantined.  
**Recommended:** Daily

Notification Address:

Set the email address that will receive quarantine notifications for this account.  
**Default:** smosley@spsd.net

An email address is only needed if mailing to an external email address

**Default Language** Save Changes ?

Default Language:

Sets the default quarantine message language. Also sets the default encoding for handling unknown character sets during filtering.  
**Note:** All email notifications from the Barracuda will be in UTF8 encoding.

## Changing Your Quarantine Settings

The following table describes the quarantine settings you can change from the PREFERENCES-->Quarantine Settings page.

Quarantine Setting	Description
Notification Interval	<p>The frequency the Barracuda Spam Firewall sends you quarantine summary reports. The default is daily. The Barracuda Spam Firewall only sends quarantine summary reports when one or more of your emails have been quarantined.</p> <p>If you select <b>Never</b>, you can still view your quarantined messages from the quarantine interface, but you will not receive quarantine summary reports.</p>
Notification Address	The email address the Barracuda Spam Firewall should use to deliver your quarantine summary report.
Default Language	<p>The language in which you want to receive your quarantine notifications.</p> <p>This setting also sets the default encoding for handling unknown character sets during filtering. All email notifications from the Barracuda Spam Firewall are in UTF8 encoding.</p>

## Adding Email Addresses and Domains to Your Whitelist and Blacklist

The PREFERENCES-->Whitelist/Blacklist page lets you specify email addresses and domains from which you do or do not want to receive emails.

List Type	Description
Whitelist	The list of email addresses or domains from which you always wish to receive messages. The only time the Barracuda Spam Firewall blocks a message from someone on your whitelist is when the message contains a virus or a disallowed attachment file extension.
Blacklist	The list of senders from whom you never want to receive messages. The Barracuda Spam Firewall immediately discards messages from senders on your blacklist. These messages are not tagged or quarantined and cannot be recovered. The sender does not receive a notice that the message was deleted, and neither do you.  The only time a blacklisted email address is delivered is if the same email address also appears in your whitelist.

To whitelist or blacklist senders, follow these steps:

1. Go to the PREFERENCES-->Whitelist/Blacklist page.

A list of your existing whitelisted and blacklisted addresses appears on this page.

2. To delete a whitelist or a blacklist entry, click the trash can icon next to the address.
3. To add an entry, type an email address into the appropriate field, and click the corresponding Add button.

### Tips on specifying addresses

When adding addresses to your whitelist and blacklist, note the following tips:

- If you enter a full email address, such as `asjohndoe@yahoo.com`, just that user is specified. If you enter just a domain, such as `yahoo.com`, all users in that domain are specified.
- If you enter a domain such as `barracudanetworks.com`, all subdomains are also included, such as `support.barracudanetworks.com` and `test.barracudanetworks.com`.
- Mass mailings often come from domains that do not resemble the company's Web site name. For example, you may want to receive mailings from `historybookclub.com`, but you will find that this site sends out its mailing from the domain `hbcfyi.com`. Examine the From: address of an actual mailing that you are trying to whitelist or blacklist to determine what to enter.

